



Utility Account Change Form

For your safety and to insure that no one can alter your account, please complete the form and return it to the Utility Billing Department in person, by fax, or by email.

Location: 200 South Main Street, Grapevine, TX 76051

Fax: 817-410-3032

Email: beverlyh@grapevinetexas.gov or lmchugh@grapevinetexas.gov

Please check one of the following:

(Copy of DL required if adding/removing/changing a name on the account)

Final Account (moving)	_____	Change Name on Account	_____
Change Mailing Address	_____	Add name to Account	_____
Change Phone Number	_____	Remove Name from Account	_____

Account # _____ **Date to Process** _____

Current Information

Name on Account: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

New Information

Only fill out information that needs to be changed

Name on Account: _____

Forwarding/New Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Would you like your final bill to be sent via email? _____

Signature of Applicant(s): _____ **Date:** _____